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# RÉSUMÉ

# WORKSHEET

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

ValleyWorks Career Center  
Recommends Updating Your  
Résumé Quarterly

## What is a résumé?

Your résumé is your primary marketing tool. The purpose of a résumé is to get an interview. Employers request résumés as a structured method to prescreen job candidates for the required skills, experience and abilities needed for a specific job opening.

An effective résumé focuses on the wants and needs of the employer. The goal of your résumé is to tell the employer how your experience, knowledge, abilities and skills meet the specific needs of the job opening.

## Do I really need a résumé?

The answer is simple – YES! If you do not have a résumé, you may not get an interview. Without a résumé, the employers at a Job Fair or other recruitment event may not be willing to speak with you about your skills and work experience.

Your résumé will compete with other résumés. In round one of the screening process, employers scan your résumé and compare your qualifications with the qualifications for the job opening. To compete for an interview, your résumé needs to include, at a minimum, your skills, past work history, and your education. For an interview in a highly competitive industry or higher level position, your résumé will need to focus on your accomplishments, highlight your strengths, include a format appropriate for the position, and emphasize what you can do for the employer.

Are you sending a résumé to employers and not getting interviews? Look carefully at your résumé. If you do not get the interview, your résumé is not doing its job.

## What type of résumé do you need?

The answer to that question depends on the type of work you are seeking. Everyone needs a basic résumé that includes current skills, past work history, and your education. If you do not have a résumé start with a basic résumé and ask your Employment Specialist or a Customer Service Representative for additional information on the workshop schedule and workshop recommendations to meet your needs.

If you need help with your résumé attend a workshop. Our workshops and/or premium services can help with a résumé to address your specific needs or those challenging circumstances such as limited work experience, changing careers, veterans – converting military experience into civilian terms, ex-offenders, too many jobs, gaps in employment history, contract or short-term assignments, returning to the workforce after raising a family, other unique situations, or presenting your skills to find a new second career after retirement or job loss.

## Do's for a résumé

- Do include your name, address, phone number, & email address on your résumé
- Do make sure your résumé is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your résumé
- Do target your résumé by including all skills and qualifications that are relevant to the position
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your résumé is brief, well organized, and focused on the position for which you are applying

## Do not's for a résumé

- Don't include a date; you should put a date on your cover letter, not your résumé
- Don't include personal pronouns such as "I" in your résumé
- Don't include abbreviations in the body of your résumé
- Don't include availability (Wait until the interview or job offer to discuss this point)
- Don't include personal information such as height, weight, social security number, driver's license number, race, religion, marital status or political affiliation
- Don't include miscellaneous details such as salary requirements, salary desired, supervisor's name and title, marital status, number of children, hobbies or sports interests

# RÉSUMÉ WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create and type your résumé.

This worksheet is required if you plan to attend any ValleyWorks Career Center Résumé - related workshop **or** if you are seeking assistance with your résumé from staff at a ValleyWorks Career Center location.

Let us begin to assemble the basic information needed in your résumé. Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your résumé. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

Desired Salary (amount you want to earn per/ hour, week, month): \_\_\_\_\_

Position or type of work you are seeking: \_\_\_\_\_

Industry in which you are seeking work: \_\_\_\_\_

## Skills:

### List any skills you have that help you do this type of work:

Review old job descriptions or look up your job title on O\*NET at <http://online.onetcenter.org> if you need help to identify your skills.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Transferable Skills\*:

List any skills you have developed in school or in other positions that may help you in a new position.

- |                                     |  |  |   |
|-------------------------------------|--|--|---|
| <input type="checkbox"/> Filed      | <input type="checkbox"/> Handled Cash  | <input type="checkbox"/> Collected Money | <input type="checkbox"/> Set Up Equipment |
| <input type="checkbox"/> Supervised | <input type="checkbox"/> Gathered Data | <input type="checkbox"/> Made Deliveries | <input type="checkbox"/> Met Deadlines    |

_____	_____
_____	_____
_____	_____
_____	_____

\*Transferable skills are skills you learned or used in another position or job that may help you in your next job or career.

**Personal Attributes or Characteristics:** These may be important to an employer. Think about the traits you may have that an employer would find desirable.

**Check those that apply and be sure to add to the list.** You may wish to use these attributes or characteristics as you develop a summary statement.

Work well with others

Dependable

Honest

Friendly

Enthusiastic

Independent Thinker

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**Computer Skills or Other Technical Skills:** Technology skills at least basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer. If you need to learn basic computer skills, improve or upgrade your computer skills, review the Valleyworks Career Center Events Calendar for computer related workshops. You can also seek assistance from the staff at a Valleyworks Career Center to sign up for our computer training workshops, use our Self-Paced Learning Lab or Resource Room to learn new skills or update your current skills.

**Check the computer skills you have and be sure to your computer skills in your résumé.**

MS Word

MS Access

QuickBooks

MS Excel

PowerPoint

\_\_\_\_\_

Email

Outlook

\_\_\_\_\_

**Other Skills:** Everyone has skills. Review job openings and list any other skills you have that may be important to an employer. **List any other skills that might help you on a job.**

Review old job descriptions and performance evaluations, ask friends, co-workers, teachers or look up your job title on O\*NET at <http://online.onetcenter.org> if you need help to identify your skills.

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**Work Experience:** Employers are interested in the type of work you are doing or have done and the name of the company where you worked, when you worked for that company, and often the industry in which you gained your experience can be important. Résumés that do not include this information may be screened out without an interview.

You may wish to list only your last four (4) jobs or your work history for the last 10 to 15 years. If you need additional space, use additional paper.

**Your most recent work experience should be listed first!**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
**Year** (When job started) (When job ended) **Year**

List the main duties you performed and the responsibilities you had in this position.

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List at least two accomplishments and the business results of each accomplishment.

A business result is how you improved or impacted the business, such as you saved money, increased revenue, increased sales, improved production, increased safety, or other business improvement as a direct result of your work.

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**Earlier work experience**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
**Year** (When job started) (When job ended) **Year**

List the main duties you performed and the responsibilities you had in this position.

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List at least two accomplishments and the business results of each accomplishment.

A business result is how you improved or impacted the business, such as you saved money, increased revenue, increased sales, improved production, increased safety, or other business improvement as a direct result of your work.

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**Earlier work experience**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
**Year** (When job started) (When job ended) **Year**

List the main duties you performed and the responsibilities you had in this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List at least two accomplishments and the business results of each accomplishment.  
A business result is how you improved or impacted the business, such as you saved money, increased revenue, increased sales, improved production, increased safety, or other business improvement as a direct result of your work.

\_\_\_\_\_  
\_\_\_\_\_

**Earlier work experience**

Position, Title or Job you did: \_\_\_\_\_

Company Name: \_\_\_\_\_

City/State (location where you worked): \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
**Year** (When job started) (When job ended) **Year**

List the main duties you performed and the responsibilities you had in this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List at least two accomplishments and the business results of each accomplishment.  
A business result is how you improved or impacted the business, such as you saved money, increased revenue, increased sales, improved production, increased safety, or other business improvement as a direct result of your work.

\_\_\_\_\_  
\_\_\_\_\_

**Education:**

**College or Vocational Training/Education**

Degree/Certificate Completed: \_\_\_\_\_

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Major: \_\_\_\_\_

Graduated (list year, if in the last 3 years): \_\_\_\_\_ Class Standing/GPA: \_\_\_\_\_

Honors, Awards, Achievements or Activities: \_\_\_\_\_

\_\_\_\_\_

**High School**

High School Diploma  Yes  No  GED Graduated (list year, if in the last 3 years): \_\_\_\_\_

Name of School: \_\_\_\_\_ City/State: \_\_\_\_\_

Honors, Awards, Achievements or Activities: \_\_\_\_\_

\_\_\_\_\_

**Other Training:**

List any vocational training, on-the-job training, military training, or other formal training:

Name of Training School: \_\_\_\_\_

City/State: \_\_\_\_\_

Courses taken: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current Licenses or Certificates held: \_\_\_\_\_

List any vocational training, on-the-job training, military training, or other formal training:

Name of Training School: \_\_\_\_\_

City/State: \_\_\_\_\_

Courses taken: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current Licenses or Certificates held: \_\_\_\_\_

**Other Training:**

List any vocational training, on-the-job training, military training, or other formal training:

Name of Training School: \_\_\_\_\_

City/State: \_\_\_\_\_

Courses taken: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current Licenses or Certificates held: \_\_\_\_\_

List any vocational training, on-the-job training, military training, or other formal training:

Name of Training School: \_\_\_\_\_

City/State: \_\_\_\_\_

Courses taken: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current Licenses or Certificates held: \_\_\_\_\_

**Volunteer Activities, Boards, Service Organizations or Achievements:**

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**List your most important achievements to date:** \_\_\_\_\_

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**References:**

Your references should be work-related. Prepare a reference page with the name, title, address and phone number of at least three people (these should be people whom you have worked with and are willing to speak about the quality of your work and your skills; or a teacher or landlord who are willing to speak about your character and your skills). **Family members should not be used as references.** Do not include anyone's name as a reference that you have not checked with first, or anyone who will not give you a good reference!

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # Day: \_\_\_\_\_

Phone # Evening or Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # Day: \_\_\_\_\_

Phone # Evening or Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name (Mr. Mrs. Ms. Dr.): \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # Day: \_\_\_\_\_

Phone # Evening or Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

SAMPLE  
BASIC RÉSUMÉ

**Fred Brown**

111 Main Street  
Lawrence, MA 01843  
978.722.1234  
fredbrown@yahoo.com

**Skills**

Follows Safety Standards  
Maintains Clean Worksite  
Cost Control  
Painting  
Tile Setting  
Using Power Tools

Woodworking  
Estimating  
Customer Relations  
Material Handling  
Solving Problems  
Landscaping

Math Skills  
Maintenance & Repair  
Good Communicator  
Supply Ordering  
Basic Supervision  
Snow Removal

**Work Experience**

<b>Construction Worker</b> ABC Construction Co., Haverhill, MA	1998 – 2009
<b>Laborer</b> Preferred House Products, Chicago, IL	1992 – 1998
<b>Lead Carpenter</b> Pulte Homes of Florida, Winter Garden, FL	1987 – 1989

**Education**

Basic Computer Skills Training – Sponsored by the State of Illinois  
Certificate in Building Trade Skills – Sponsored by the State of Illinois  
GED Adult Basic Education Program – Sponsored by the State of Illinois

**Computer Skills**

Proficient in Microsoft Word, Excel, and PowerPoint, Scheduler® and using the Internet

## **IF YOU DON'T GET THE INTERVIEW, YOUR RÉSUMÉ IS NOT DOING ITS JOB**

Have you ever thought of your résumé as a personal marketing tool? If not, maybe it's time you do. Your résumé should be designed to excite potential employers by highlighting your most valuable skills and achievements. Get started by using our valuable tips.

### **USE NUMBERS**

- Quantify your achievements by using facts and figures that demonstrate results, such as dollars saved, number of accounts managed or a number of people supervised.
- Spell out numbers under 10 (one, two, three...nine) and use the numerical form for 10 (11,12,13...) and higher.

### **KEEP IT SIMPLE**

- Make certain the job title you use is easily understandable by your reader (i.e., Tax Accountant vs. Accounting Specialist III) or provide a one line explanation of your role.
- Do not use unfamiliar vocabulary, select familiar words.
- Use bullet points with short phrases.

### **FOLLOW THE RIGHT FORM**

- Instead of complete sentences, you may use short action phrases to list your accomplishments.
- Avoid repeating the same action verb.
- **Do not use personal pronouns.**
- When describing a current position, use the present tense and use the past tense when describing a past employment.
- Keep the length to one or two pages.
- Update your résumé every three months, even if you are not actively looking for a job.
- Show your work experience for the last 10-15 years.

### **MAKE IT LOOK GOOD**

- Use standard 8.5 X 11-inch paper.
- Soft colors such as white or beige are recommended, especially for scanning and copying purposes. Consider using high quality bond paper for a nice printed appearance.
- Don't forget to include matching envelopes.
- Typeface should be easy to read (Times New Roman, Arial, and Tahoma). Avoid the fancy script-like fonts. Use black ink.
- Font-size should be 10 -12 points.
- Highlight section headers with boldface type.
- Be consistent by single spacing for individual sentences and double spacing between sections.
- Make sure your margins are consistent for the top, bottom, left and right. A one inch margin is recommended.
- When printing your résumé, use high quality paper with a watermark, be sure the watermark is right side up and facing the same direction of the printing once printed. Hold your paper up to the light and you'll typically see the brand of paper. The watermark and the printing should be facing the same direction. You may need to experiment with your printer to be sure the watermark is right side up.
- Consider mailing your résumé in a 9 X 12 inch envelope to avoid folding your résumé.

## WHERE TO FIND ADDITIONAL ASSISTANCE TO IMPROVE YOUR RÉSUMÉ

If you have completed this worksheet and are wondering what to do next, here are a few suggestions:

### ATTEND A WORKSHOP

ValleyWorks Career Center has many options to assist you. You can attend one or all of our workshops about résumés. Review the workshop descriptions online at [www.valleyworks.cc](http://www.valleyworks.cc), pick up a Workshop and Events Calendar, or ask a staff person to help you select the best workshop to meet your needs.

If you are new to résumé writing or have not written a résumé in many years and need help with a résumé you may want to attend one or all of the workshops on résumés.

- **Résumé Basics** Workshop is designed to help anyone who has completed a résumé worksheet, create a basic one page résumé. During the workshop you will use a MS Word template to draft a basic one page résumé and draft a reference page. You can use the basic one page résumé to contact potential employers. Depending on the type of job you are seeking, the draft can also be a foundation document you take to the next level to create a more competitive résumé.
- **Résumé Writing Beyond Basics** Workshop is designed to help anyone with a typed résumé completed during a Résumé Basics Workshop or on your own, update or improve the résumé. The goal is making your résumé more competitive and fine tuning your résumé. A wise man once said “*there is not a résumé on paper that could not be improved*”. In this workshop you identify how to highlight your skills and experience, select the best format for your selected job search focus, compose a summary statement, develop accomplishment statements and enhance your résumé overall to compete in today’s marketplace. This workshop includes tips on handling unique career transition situations.
- A **Résumé Critique** is designed to provide one-on-one feedback on your résumé. It offers feedback and suggestions you can make to enhance your résumé. **This is a fee based service. The fee for the service is \$30.00.** If interested in this service, contact the front desk to set an appointment, provide a copy of the résumé to be critiqued, and pay the fee to secure an appointment.

### Résumé Software

- **RésuméMaker®** The RésuméMaker Software is available on selected computers in our Resource Room and in our Self-Paced Learning Services Lab. This software helps you create a résumé using the tools many professional Résumé Writers use to create résumés, or draft a résumé using RésuméMaker software in a guided session with an instructor. RésuméMaker software provides help with phases and formats to target specific jobs, and specific industries. You can enhance an old résumé using an electronic file to avoid retyping the résumé, as well as create a new résumé or quickly change the look of a résumé. This powerful software can also help with cover letters, prepare for an interview or salary negotiation, and search for job opportunities.
- **WinWay®** The WinWay Software is available in our Self-Paced Learning Services Lab. This software helps you create a résumé, cover letters, prepare for an interview and search for job opportunities.

### USE OUR RESOURCE ROOM

- **RésuméMaker®** Software is available on selected computers in our Resource Room. Check with the Resource Room Desk to get started using this software. The software will guide you through the steps to create a résumé, save the résumé to your electronic storage device, print it, and help you create unique cover letters to mail, email or fax with your résumé to possible employers.
- Selected computers in our Resource Room are equipped with Internet access and the résumé resources on the Internet are almost limitless. Our computers have MS Word to help you draft and complete a résumé on your own, if you prefer to do so.